



## TERMS OF REFERENCE

<b>Job title:</b>	National Consultant to support the development of the National Security/Resilience Strategy
<b>Duty Station:</b>	Republic of Moldova, Chisinau
<b>Reference to the project:</b>	Engagement Facility
<b>Contract type:</b>	Individual Contract (IC)
<b>Contract duration:</b>	November 2022 – January 2023
<b>Expected workload:</b>	up to 60 working days
<b>Indicative starting date:</b>	November 25, 2022

### 1. BACKGROUND

UNDP Moldova CO has established an Engagement Facility Project as a technical assistance facility to provide a rapid and flexible response mechanism to generate solutions to challenges related to the unfolding security/refugee crisis provoked by the military actions taking place in Ukraine.

Over the past two years, the international community went through three major crises: the COVID-19 pandemic, the energy crisis and the security crisis in Ukraine. These crises have stretched the authorities of the Republic of Moldova, that proved to have limited capacities to engage in efficient crisis management and to operate in a resilient way.

The range of crises that took place in the last two years have also unveiled the stringent need of a resilience Strategy for the Republic of Moldova. The Strategy would have to be materialized in a National Security/Resilience Plan by addressing the type and level of risks the country might face, by assumptions planning as well as assessment of the capabilities and crisis response arrangements.

To prepare the ground for the development of the National Security/Resilience Strategy the President's Office has requested UNDP's assistance in mobilizing the necessary expertise in overall coordination of the drafting process.

### 2. OBJECTIVE AND EXPECTED OUTPUTS

The consultant will coordinate the process of development of the National Security/Resilience Strategy and will draft the action plan for the formulation of the document. Specifically, the consultant will:

- carry out organizational arrangements for the coordination/consultation meetings with stakeholders (civil society organizations/state institutions) in the process of drafting of the National Security/Resilience Strategy;
- prepare required documents (letters, briefing notes, communication notes, minutes, supporting materials) for implementation of the functional tasks of the Supreme Security Council Service related to national strategic risk assessment process and the development of the draft National Security Strategy;
- keep track of the flow of correspondence (letters, reports, relevant materials) received through communication channels, ensuring the management (filing) of relevant inter-institutional correspondence;
- develop the action plan for the formulation of the National Security/Resilience Strategy.

### 3. KEY DELIVERABLES AND TENTATIVE TIMETABLE

No.	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1	Coordination arrangements with stakeholders on the process for drafting the National Security/Resilience Strategy. Report on collaboration framework and level of involvement of each stakeholder.	Up to 30 WDs	By 20 December 2022	UNDP, in consultation with the President's Office
2	Action plan on the development of the National Security/Resilience Strategy completed.	Up to 30 WDs	By 20 January 2023	UNDP, in consultation with President's Office

### 4. INSTITUTIONAL ARRANGEMENTS

This is a part-time consultancy. The timeframe for the work of Consultant is planned for November 2022 – January 2023. During this time, the Consultant is expected to work a total of up to 60 working days.

The Consultant will work under the guidance and in close collaboration with the President's Office and the UNDP Effective Governance Cluster.

### 5. FINANCIAL ARRANGEMENTS

Payments will be disbursed in tranches upon the submission to and approval by the President's Office of the deliverables and timesheets and subsequent certification by UNDP Policy Specialist that the services have been satisfactorily performed.

The Consultant will be paid on a lump sum basis subject to completion of agreed tasks as follows:

1. Deliverable 1 (50%);
2. Deliverable 2 (50%).

### 6. CONFIDENTIALITY

Materials provided to the Consultant and all the proceedings within the consultancy contract shall be regarded as confidential, both during and after the consultancy. Violation of confidentiality requirements may result in immediate termination of contract.

### 7. QUALIFICATIONS AND SKILLS REQUIRED

#### COMPETENCIES

##### Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritisms;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

##### Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, teamwork ability;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Strong leadership and team management skills;

- Good time management, meeting deadlines.

## **QUALIFICATIONS**

### **Academic Qualifications/Education:**

- Bachelor's degree or higher in law, economics, public administration, international relations, or another related field.

### **Experience:**

- At least 3 years of experience in the fields of public administration, legal, economic and/or international relations. Previous experience in the field of resilience planning is a very strong advantage;
- Strong understanding of the policy making cycle is required;
- Good knowledge of data collection and analysis is essential;
- Good knowledge of Moldova's government systems and processes, particularly in relation to public policies and planning processes of the policy making cycle;
- Ability to conduct interviews with government and key stakeholders;
- Previous experience of working with international organizations, including UN Agencies.

### **Language skills:**

- Proficiency in written and spoken Romanian is required for this assignment. Knowledge of English and Russian is an advantage

*The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.*

## **8. APPLICATION PROCESS**

Applicants shall submit the following required documents:

- CV, including information about past experience in similar assignments and contact details for at least 3 referees;
- Brief description of why the individual considers him/herself as the most suitable for the assignment;
- Offeror's Letter confirming Interest and Availability with financial proposal (in USD, specifying the total lump sum amount). Financial proposal template prepared in compliance with the template in Annex 2.

**Important notice:** The applicants who have the statute of Government Official / Public Servant prior to appointment will be asked to submit the following documentation:

- a no-objection letter in respect of the applicant received from the Government, and;
- the applicant is certified in writing by the Government to be on official leave without pay for the entire duration of the Individual Contract.

### **Incomplete applications will not be considered.**

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## **9. ANNEXES TO THE TOR**

Annex 1- Individual Consultant General Terms and Conditions

Annex 2- Offeror's letter confirming interest and availability, including financial proposal (template).